

# Verification Documents Guide

*For Organizations Awarded Arts and Culture Funding in Fiscal Year 2025*

These instructions are for organizations, referred to as funding recipients or awardees, that have been approved for a funding award in FY25 through the City of San Diego's (City) Organizational Support Program (OSP) or Creative Communities San Diego (CCSD).

## **Verification Attachments**

In order to become eligible to receive funds and the associated agreement requiring your signature, you must attach required documentation that will become part of your contract. Instructions for obtaining these (3) documents are below

1. California Department of Justice Charity Registration (mandatory)
  - a. With a status of *Current*
  - b. See [Appendix A](#) for instructions
  - c. [State of California Department of Justice Search Tool](#)
2. California Secretary of State Business Listing (mandatory)
  - a. With a status of *Active* and Standing of *Good*
  - b. See [Appendix B](#) for instructions
  - c. [California Secretary of State Business Search Tool](#)
3. U.S. Government System for Award Management (SAM) Debarment Search (mandatory)
  - a. The SAMS check is to ensure that your organization is not debarred. It is ok if your organization is not be registered within the SAMS system
  - b. See [Appendix C](#) for instructions
  - c. [SAM Debarment Search Website](#)

These three attachments must be saved in *exactly* the same format as shown in Appendices A-C. Please do not upload any other documentation or registrations in a format other than what is shown. Doing so may delay your contract and/or ability to receive timely funding.

If your organization is unable to show a status of current/ active for your DoJ and SOS please email Gabrielle Romberger at [gromberger@sandiego.gov](mailto:gromberger@sandiego.gov).

# APPENDIX A

## California Department of Justice Charity Registration Check

### [Registry Verification](#)

### Search the Files of the Registry of Charitable Trusts

The Registry Verification Search tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

**Potential donors are encouraged to research organizations using this query tool and those available from the [Secretary of State](#), [Franchise Tax Board](#) and [IRS](#) to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our [Resources](#) and [Donation Tips](#).**

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type:

Record Type:

Registry Status:

County:

City:

State:

ZIP Code:

#### STEP 1:

- Search by one of the following:
  - Organization Name
  - FEIN (no dashes)
  - State Charity Number
  - SOS/FTB Number (no dashes)
  - Click "Search"

#### STEP 2:

- Upon search a table will populate under the below column headers.
- The entry under the status column should read "Current"



[HOME](#) [ABOUT](#) [MEDIA](#) [CAREERS](#) [REGULATIONS](#) [RESOURCES](#) [PROGRAMS](#) [CONTACT](#)

Click on the Organization Name for details about the registration or report record. The maximum number of records shown per page is 50. If there are multiple pages of the search results, the clickable page numbers will be displayed at the bottom. If you get too many results or do not find the organization for which you are searching, click the "Search Again" button and change the search criteria. It is best to search by something that is as unique to the organization as possible such as State Charity Registration Number, FEIN, SOS Corporate Number, or an unusual portion of their name. To see all registration and report records associated with an organization, avoid searching by State Charity Registration Number as that is record-specific.

<a href="#">ORGANIZATION NAME</a>	<a href="#">RECORD TYPE</a>	<a href="#">REGISTRY STATUS</a>	<a href="#">RCT NUMBER</a>	<a href="#">FEIN</a>	<a href="#">CITY</a>
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# California Department of Justice Charity Registration Check

## [Registry Verification](#)

### STEP 3:

- Clicking on your entity name in the search results will navigate to the "Registrant Details" page seen below
- Print the entire webpage to pdf (right click then print then select pdf) to ensure that all details are included
- Save the pdf for upload into your contract in Adobe Sign




State of California Department of Justice				Office of the Attorney General	
<a href="#">HOME</a> <a href="#">ABOUT</a> <a href="#">MEDIA</a> <a href="#">CAREERS</a> <a href="#">REGULATIONS</a> <a href="#">RESOURCES</a> <a href="#">PROGRAMS</a> <a href="#">CONTACT</a>					
<h2>Registrant Details</h2>					
<b>Entity type:</b> Corporate Class as registered with the Secretary of State or based on founding & registration documents.					
<b>Organization Name:</b>	LACMA ALLIANCE	<b>IRS FEIN:</b>	861980093		
<b>Entity Type:</b>	Public Benefit	<b>SOS/FTB Corporate/Organization Number:</b>	4675116		
<b>Registry Status:</b>	Current - Awaiting Reporting	<b>Renewal Due/Exp. Date:</b>	5/15/2022		
<b>RCT Registration Number:</b>	CT0278214	<b>Issue Date:</b>	3/2/2022		
<b>Record Type:</b>	Charity Registration	<b>Effective Date:</b>	3/2/2022		
<b>Date of Last Renewal:</b>		<b>DBA:</b>			
<h2>Mailing Address</h2>					
<b>Street:</b>	801 S GRAND AVE UNIT 425				
<b>Street Line 2:</b>					
<b>City, State Zip:</b>	LOS ANGELES CA 90017				
<h2>Filings &amp; Correspondence</h2>					
<a href="#">Founding Documents</a>	Click on Document Type at the left to open PDF				
<h2>Annual Renewal Data</h2>					
<b>Status of Filing:</b>					
<b>Accounting Period Begin Date:</b>	1/1/2021				
<b>Accounting Period End Date:</b>	12/31/2021				
<b>Filing Received Date:</b>					
<b>Form RRF-1 Reject/Incomplete Reason:</b>					

# APPENDIX B

## California Secretary of State Business Listing Check

[California Secretary of State](#)



California  
Secretary of State

Home

Search

Forms

Help

Business UCC Login

### Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

**Disclaimer:** Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Search by name or file number Advanced

Results: 1

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
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### STEP 1:

- Search by organization name or Secretary of State file number

### STEP 2:

- Upon search a table will populate under the below column headers.
- The entry under the status column should read "Active"

### STEP 3:

- Upon searching your entity name will come up under the "Entity Information" column.
- Click the blue box with the name of your organization under the "Entity Information" column to reveal additional details

LACMA Advanced

Results: 8

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
LACMA ALLIANCE (4675116)	12/17/2020	Active	Nonprofit Corporation - CA - Public Benefit	CALIFORNIA	DEBORAH RICKS



# California Secretary of State Business Listing Check

[California Secretary of State](#)

California Secretary of State

Home

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Business UCC Login

## Business Search

The California Business Search provides access to available information for **corporations**, **limited liability companies** and **limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

### Basic Search

LACMA ALLIANCE (4675116) ×

Initial Filing Date	12/17/2020
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Public Benefit
Principal Address	801 SOUTH GRAND \$425 LOS ANGELES, CA 90017
Mailing Address	14996 LA CUMBRE DR. PACIFIC PALISADES, CA 90272
Statement of Info Due Date	12/31/2022

### STEP 4:

- Upon clicking your entity name in the "Entity Information Column" after the search results a gray box, as seen to the right, will pop up showing various statuses with state organizations
- Take a screenshot of this entire page, showing the box at right, or print the webpage to pdf
- Save the file or pdf for upload to your contract in Adobe Sign

# APPENDIX C

## U.S Government System for Award Management (SAM) Check

[SAM.GOV](https://sam.gov)

### Create your account

Enter your email address

#### Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

### STEP 1:

- Create an account by entering in a valid e-mail address, selecting a language and reading/accepting Rules of Use.
- There is a two-step verification process for logging in. Follow instructions and click the links through the e-mail you provided when prompted.

### STEP 2:

- Begin the search on the "Search" tab after log-in
- Expand the "Select Domain" box by clicking +
- Select "Entity Information"

### STEP 3:

- Type in your Organization name under "Entity Name"
- Ensure ALL THREE of the following boxes are checked
  - Active
  - Inactive
  - ID Assigned

# U.S Government System for Award Management (SAM) Check

[SAM.GOV](https://sam.gov)

**Entity Registration**

**Core Data**

Business Information

Entity Types

Financial Information

Points of Contact

Assertions

Reps and Certs

Exclusions

Responsibility / Qualification

## KINGSMAN STAFFING LLC

Unique Entity ID  
**E3QLJV522BE3**

Registration Status: **Active Registration** | Expiration Date: **Jun 2, 2023**

CAGE/NCAGE  
**861U8**

Purpose of Registration  
**All Awards**

Physical Address  
**810 Taylor ST STE 200  
Elyria, Ohio  
44035-6232, United States**

Mailing Address  
**810 Taylor ST  
STE 200  
Elyria, Ohio  
44035, United States**

Version: Current Record

Download Follow

## STEP 4:

- Clicking on the Entity Name from the prior search step will navigate to an Entity Information Page
- Download the page or take a screenshot of the basic data shown above
- An active registration status is not required
- The SAMS check is to ensure that your organization is not debarred

## NOTE:

- Your organization may not be registered with the SAMS system
- Registration is not required for contracting with the City
- If your organization is not registered please send a screenshot of the search dialogue box in Step 3 with your organization name typed in the Entity Name Box and the “No results found” message

## STEP 5:

- Save the screenshot or downloaded pdf of either your entity information page or the “No matches found” dialogue box with your organization’s name in the “Entity Name” field for upload to your contract in Adobe Sign

**SAM.GOV**

Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

Search: All Words | e.g. 1606N020Q02

Search Results Saved Searches Actions

Select Domain Entity Information

- All Entity Information
- Entities
- Disaster Response Registry
- Exclusions

### No matches found

We couldn't find a match for your search criteria.  
Please try another search or go back to previous results.

Go Back